Project Support - Remote

Apply Now

Company: iO Associates

Location: United Kingdom

Category: computer-and-mathematical

Role: Project Coordinator

Type: Permanent

Salary: £30,000

Location: Fully remote

Start: ASAP

iOAssociates are working with a leading healthcare technology company who are seeking a Project Coordinator to join their team on a permanent basis. The company are dedicated to revolutionising healthcare technology to improve patient outcomes and streamline operations.

The role is remote but you may be required to travel to the office for meetings from time to time.

Key Responsibilities:

Onboard all new customer implementations following standard operating procedures

Manage project documents, including project plans, budgets, schedules, and scope statements as directed

Monitor project progress and generate project status reports

Assist with meeting and resource scheduling

Facilitate communication throughout the project lifecycle

Monitor and actively manage service calls as part of the service desk support team

Key Skills:

Excellent communication skills

Strong problem-solving abilities

Understanding of change management principles

Organizational skills with attention to detail

Proficiency with Microsoft Office, including Microsoft Sharepoint

Desirable:

Knowledge of ITIL (Information Technology Infrastructure Library)

Familiarity with endoscopy and healthcare patient administration

Project management qualification

What's in it for you?

25 days holiday (+ bank holidays)

5% matched pension contributions inc Life Cover

Option to join Private health care

Structured career progression

If you're passionate about healthcare technology and have the skills to excel in this role, don't hesitate in applying now!

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